

AVIATION ACCIDENT, INCIDENT AND HAZARD REPORTING

(No. 1 August 2002)

8324

DEFINITIONS

(No. 22 June 2007)

8324.1

For purposes of CAL FIRE reporting, refer to [CAL FIRE Health and Fitness Handbook 1700](#).

For purposes of NTSB reporting refer to the following definitions:

Aircraft Accident – an occurrence with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time when all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

- Fatal Injury – Any injury, which results in death within 30 days of the accident.
- Serious Injury (FAA) – Any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received. (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose). (3) causes severe hemorrhages, nerve, muscle, or tendon damage. (4) involves any internal organ, or (5) involves second or third degree burns, or any burns affecting more than 5 percent of the body surface.
- Serious Injury (CAL FIRE) – Serious injuries are those that: (a) require in-patient hospitalization for more than 24 hours for other than medical observation; (b) involve loss of a body part; or (c) involve serious disfigurement. (Health and Safety Handbook [Section 1715](#).)
- Substantial Damage – Damage or failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Substantial damage DOES NOT INCLUDE engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips.

Aircraft Incident – an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. Some examples are:

- Airspace Conflict – A near mid-air collision, intrusion, or violation of airspace rules.
- Forced Landing – A landing necessitated by failure of engines, systems, or components, which makes continued flight impossible, and which may or may not result in damage.
- Incident with Potential – An incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. The Aviation Safety Officer will determine final classification.
- Maintenance Deficiency – An equipment defect or failure which affects the safety of operations, or that causes an interruption to the services being performed.
- Precautionary Landing – A landing necessitated by apparent impending failure of engines, systems, or components, which makes continued flight inadvisable.

Aircraft Out of Service – A maintenance discrepancy which causes an interruption to the services being performed, while posing no immediate threat to the safety of operations.

Operational Hazard – Any condition, act or set of circumstances that exposes or could expose aircraft operations, associated personnel or equipment to unnecessary risk or harm.

AIRCRAFT ACCIDENT / INCIDENT REPORTING

8324.2

(No. 22 June 2007)

Initial Notification: All aircraft accidents or incidents involving 1) CAL FIRE aircraft, or 2) aircraft of another fire agency operating on a CAL FIRE incident, or 3) CAL FIRE personnel, whether in the air or on the ground, will be reported as soon as safely possible by radio or telephone to the CAL FIRE ECC of the unit in which the accident or incident occurred. The notification will not interfere with any ongoing life saving measures, but will be immediate if necessary to prevent additional imminent occurrences. **The minimum information to be reported is the information required on the [FC-119](#) “CAL FIRE Aircraft Accident/Incident Report. The unit ECC will record the information on form FC-119.** (Command and Control Handbook 8100, [Procedure 406](#))

Responsibility for Initial Notification: Initial notification is the responsibility of the pilot, the CAL FIRE ATGS or Helitack Captain, the CAL FIRE helitack or air attack base manager, the CAL FIRE Helibase Manager, or other CAL FIRE personnel witnessing the event.

Subsequent Notifications:

The **Unit ECC** will immediately notify the Unit Duty Chief by the fastest possible means. (Command and Control Handbook 8100, [Procedure 406](#)).

The **Unit Duty Chief** will immediately notify the Region Duty Chief by telephone, after which the Unit Duty Chief may make additional unit-level notifications.

The **Region Duty Chief** will immediately notify the Sacramento Fire Protection Duty Chief by telephone, after which the Region Duty Chief may make additional Region-level notifications.

The **Sacramento Fire Protection Duty Chief** will immediately notify the Assistant Deputy Director for Fire Protection.

If he/she is unavailable, the Duty Chief will notify the Deputy Director for Fire Protection.
If he/she is unavailable, the Duty Chief will notify the Chief Deputy Director.
If he/she is unavailable, the Duty Chief will notify the Director.

The **Sacramento Fire Protection Duty Chief** will then notify the Aviation Management Duty Officer.

The **Aviation Management Duty Officer** will notify the Chief of Aviation Management and the Chief of Fleet Administration. He may also notify the Chief of Aviation Maintenance, the Chief of Flight Operations, and/or the Aviation Safety Officer, as necessary.

Written Notification: Following these verbal notifications, the pilot, CAL FIRE air attack base manager or helitack base manager, ATGS, helitack captain, or other CAL FIRE person who initially witnessed or discovered the accident or incident will immediately complete a computer version of the FC-119 "CAL FIRE Aircraft Accident /Incident Report," attach the report to an email message, and send the report and message to the "FC-119 Mailing List."

If the person responsible to complete the report does not have computer skills, or is not at a CAL FIRE base, the [FC-119](#) can be completed by air attack base, helitack base, or ECC personnel with verbal/telephone input from the person responsible for completing the report.

USFS SAFECOM Reports: If the accident or incident involves USFS aircraft, personnel, or facilities, or occurred on a USFS incident, the person completing the FC-119 should also complete a USFS SAFECOM report. This can be accomplished on-line by accessing the USFS SAFECOM website at <http://www.aviation.fs.fed.us/safecom/index.htm>.

NTSB Accident Report: A National Transportation Safety Board (NTSB) accident report is required, per Title 49 CFR Ch. VIII, Part 830, Subpart E, §830.20, for all aircraft accidents. The report is to be filed on a NTSB Form 6120.1 (OMB No. 3147-001) within 10 days after an accident or incident as listed in §830.5(a) of Part 830. The department's Aviation Safety Officer, as the liaison between the Department and the NTSB, will prepare and submit the report for CAL FIRE owned or contracted aircraft.

AIRCRAFT OUT OF SERVICE REPORTING

8324.3

(No. 22 June 2007)

A maintenance discrepancy causes an interruption to the services performed while posing no immediate threat to the safety of operations. The **FC-119M** "CAL FIRE Aircraft Out of Service/Maintenance Report" is used to report these occurrences. Any maintenance deficiency which affects the safety of operations requires the use of the FC-119.

CAL FIRE Aviation Maintenance: Reporting while the aircraft is under the immediate control of the CAL FIRE Aviation Maintenance program will be treated no differently than while assigned to any base. If the occurrence is such that it affects the safety of operations, it requires the submission of the FC-119. If, however, the occurrence only places the aircraft out of service with no immediate threat to safety, utilize the FC-119M. While normal aircraft maintenance information is documented in FAA-approved work orders maintained by the CDF aviation maintenance contractor, the FC-119M improves trend analysis.

OPERATIONAL HAZARD REPORTING

8324.4

(No. 22 June 2007)

An "operational hazard" is any condition, act, or set of circumstances that exposes or could expose aircraft operations, associated personnel, or equipment to unnecessary risk or harm.

The Operational Hazard Report form FC-102 is used to report unsafe practices or conditions that do not pose an immediate threat to flight or personnel safety, but which the reporting party feels should be investigated and resolved. **This form is not to be used for the reporting of an aircraft accident or incident.**

The reporting party using the FC-102 may choose to remain confidential. After the form is completed the reporting party must mail the form to the Aviation Safety Officer at the CAL FIRE Aviation Management Unit.

The Aviation Safety Officer will log and track the report on an Operational Hazards log until a final disposition is made on elimination of the hazard.

ANNUAL REPORT

8324.5

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The Aviation Safety Officer shall annually report to the department on the previous year's accident and incident rate and operational hazards identified. A trend analysis and assessment will be made as part of this report.

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